



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5263, FAX: (613) 688-3055

Location: OTTAWA, CANADA

FACILITY MANAGEMENT SPECIALIST

VACANCY NUMBER: 10-81

Tuesday, December 14, 2010

This Vacancy is Open

OPEN TO: All Interested Candidates

POSITION: Facility Management Specialist **Grade:** FSN-10; FP-5

OPENING DATE: Tuesday, December 14, 2010

CLOSING DATE: Tuesday, December 28, 2010

WORK HOURS: 40 hours per week

SALARY: Ordinarily Resident: FSN-10 CDN\$62,213 p.a.
Not Ordinarily Resident: FP-5

LENGTH OF HIRE: PSA/FMA

NOTE: SALARY MAY VARY DEPENDING ON THE QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE.

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

ALL ORDINARILY-RESIDENT APPLICANTS MUST HAVE CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ALL USEFMS, EFMS AND MOHS WHO HAVE NOT YET ARRIVED AT POST ARE WELCOME TO APPLY.

The U. S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Facility Management Specialist in the Facility Management Office.

BASIC FUNCTION OF POSITION

Serves as the Locally Engaged Facility Management Specialist with responsibility for the operation and maintenance of the Chancery and other USG owned and leased properties in mission Canada including all major building systems and the related equipment. Act as the single point of contact for coordinating all work.

Incumbent is responsible for supervision of the building operations, the efficient operation of all building systems, overseeing the preventive maintenance program, repairing of the building itself and all building systems, the planning and execution

of construction projects, and the supervising of all technical contracts associated with these duties.

A. Provide Facility Management services

- A1. Provide technical advice, assistance and expertise to the Facility Manager and various Overseas Building Operation (OBO) staff in planning and executing both minor and major projects.
- A2. Draft Statement of Work (SOW) documents, develop estimated costs and locate suitable vendors for projects.
- A3. Act as the point of contact for technical information such as review of plans and specifications.
- A4. Conduct technical evaluations of contractors' proposals.
- A5. Monitor and inspect contracted work to ensure it is completed to the specifications of the contract.
- A6. Prepare written reports documenting work performed by contractors, incorporating data and observations from inspecting the work performed. Reports must be accurate, concise and complete to ensure the USG's position in discussions or disputes with contractors.
- A7. Make recommendations to the Facility Manager, based on the proper completion of the contract, for payment or withholding of payment, for contracted services.
- A8. Ensure all as-built drawings are accurate and detailed.
- A9. Ensure all owners' manuals, catalog cut-sheets, and warranties are complete and available in an orderly manner for all installed equipment.

B. Manage the day-to-day operation of the major building systems;

(Major building systems include electrical switchgear, fire detection system, fire suppression system, uninterruptible power supply, potable water, sewage, steam heating, chilled water cooling, emergency power generation, electrical power distribution, elevators, ventilating and air conditioning, as well as the related equipment.)

- B1. Supervise the Facility Supervisor and when the Facility Manager is off-site, manage the 20 Facility Management Staff.
- B2. Provide detailed oral and written instructions as well as the on-the-job training necessary to the Facility Management staff for monitoring, operating, adjusting, re-setting, and ensuring the proper operation of building systems.
- B3. Train the Facility Management staff to recognize and handle hazards that may endanger the safety or health of the maintenance staff and Embassy employees, and ensure personal protective equipment is used properly.

C. Provide technical expertise and analysis in establishing guidelines for operating systems.

- C1. Develop a detailed knowledge of the major building systems and the related equipment. Document this knowledge in a facility notebook that shows key operating data and procedures.
- C2. Establish set points for normal operations of the major building systems. Establish criteria for adjusting set points required by changing environmental conditions within the building.
- C3. Generate checklists that specify the tasks to be performed on major building systems.
- C4. Ensure equipment logs are filled out on a regular schedule and review data, as well as personal observation of the major building systems, to identify systemic problems and determine solutions.
- C5. Ensure that the major building systems are operated in the most cost-effective and energy-efficient method possible and develop suitable "Green" proposals on

how the USG owned and long-term leased buildings can be more environmentally friendly.

D. Manage the Preventive Maintenance (PM) program.

Preventive maintenance is the periodic inspection and servicing of equipment by specialized maintenance personnel and outside contractors on a pre-planned basis.

D1. Provide guidance and instruction to Facility Management personnel and outside contractors on the proper PM procedures.

D2. Provide technical expertise and analysis in establishing performance criteria for the PM program.

D3. Review and modify, if necessary, the PM schedule and checklists for the major building systems and the related installed equipment. The PM schedule and checklists will be used to ensure system reliability.

D4. Ensure the necessary replacement parts, fluids, chemicals, consumables and other materials are available when required. Initiate procurement requests for materials as required.

E. Develop and implement immediate and long range plans to maintain the USG owned and long term leased properties.

E1. Plan and implement moderate sized equipment repairs and upgrades to be performed by the facility maintenance specialists or outside contractors. Make recommendations for major repairs and upgrades.

E2. Manage and schedule the work of technical service providers under contract with the Embassy, such as fire suppression, fire detection and elevator.

E3. Assist in the process to establish several additional maintenance contracts such as water treatment, electrical switchgear, generators and other required needs.

E4. Make recommendations to the Facility Manager, based on the completion of service and construction contracts, for payment or withholding of payment for contracted services.

E5. Ensure materials, methods, equipment, safety procedures and tests performed by contractors and facility maintenance specialists conform to the manufacturer's operating manuals, contract document provisions, warranty requirements, and good workmanship.

F. Assist the Facility Manager to develop, plan and implement budgets, reports and other responsibilities.

F1. Generate input for the annual OBO and ICASS funding requirements.

F2. Generate input for the numerous reports required by OBO.

F.3. Perform the Annual Condition Survey to assess the physical condition of the facilities and identify deficiencies.

F.4. Schedule and organize TDY personnel, such as Safety Health and Environmental Management (SHEM), OBO Fire inspectors, OBO elevator inspectors, Thermography inspectors and others.

F.5. Assist in developing and implementing mission Canada's safety program.

F.6. Incumbent will be required to assist in other facility-related work as required.

QUALIFICATIONS REQUIRED

NOTE: In the SUBJECT line of the online submission, please indicate the job announcement number and title.

All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item. Interested candidates for this position MUST submit a Universal Application for Employment as a Locally Employed Staff or Family Member (DS - 174) UAE. The form is available online at

<http://ottawa.usembassy.gov/>

1. Education: Two years of college/university in a technical or trades related courses are required.

(Please submit a copy of the required education credentials with your application.)

2. Experience: A minimum of 7 to 10 years experience as a Licensed Journeyman or Master Tradesman is required. (Must be issued by a Canadian Provincial or United States license authority; license shall be active, and in electrical, HVAC, mechanical, carpentry, plumbing, millwright or power engineering.

PLUS

An additional 3 to 5 years in a supervisory and/or manager type position in a related field is required.

PLUS

Prior experience using AutoCAD in developing design drawings is required.

3. Language: Level IV (fluent) reading/writing/speaking English is required.

4. Knowledge: Must have excellent knowledge of architectural, structural, BAS, and building mechanical systems, advanced knowledge of construction technical techniques, an understanding of Canadian and US construction codes and trade practices. Additionally jobholder must possess advanced knowledge of computer software including MS Project, Outlook, Excel, Word, PowerPoint, and AutoCAD.

5. Skills and Abilities: Must have the ability to read and understand engineering, architectural and building schematics, conduct feasibility studies and write detailed technical reports.

Please see additional requirements under "OTHER SELECTION CRITERIA"

6. Interpersonal Skills: Must be able to work under pressure in a diverse team environment and have the ability to communicate on both a conceptual and technical level to both technical and non-technical Mission personnel.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently-employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met. Overall score ranges for testing through the Brainbench online program are provided under "Definitions" on page 4.

Other Selection Criteria:

Jobholder must be able to obtain and hold a NON-SENSITIVE security clearance for this position and pass a medical examination.

Jobholder must possess and maintain a valid driver's license.

Jobholder must be able to work unsupervised and will be Acting Facility Manager during the absence of the Facility Manager.

Jobholder must possess the ability to handle multi-tasking and complicated projects.

Jobholder must be proficient in the use of engineering tools to track, record, troubleshoot and fine tune mechanical systems such as air flow testers, IAQ analysis, vibration analysis, LUX meter, etc.

TO APPLY

All applicants must submit a cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications. Please state the Job Announcement number and Job Title in the 'SUBJECT' line of your electronic (e-mail) your submission.

U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter and in the 'SUBJECT' line of your electronic submission to expedite the screening process.

Interested applicants for this position MUST submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174).

The form is available online at <http://ottawa.usembassy.gov/>

PLEASE NOTE: RESUMES WILL NOT BE ACCEPTED.
IT IS A REQUIREMENT THAT ALL JOB APPLICATIONS BE SUBMITTED
ON THE UAE (DS- 174)

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (Report of Separation from the Armed Forces of the United States.) This form must accompany their application.

3. Any other documentation (e.g., education verification (copy of degree), essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

4. SF-50 Personnel Actions which reflect employment status and Highest Previous Rate (HPR) of salary must be provided by U.S. Citizen Eligible Family Members (USEFMs).

SUBMIT APPLICATION TO: Human Resources Office
American Embassy
P. O. Box: 866
Station: B
Ottawa ON K1P 5T1

You may also e-mail the Applications to:
(ottawahr@state.gov) and Reference Job Announcement number.

POINT OF CONTACT: Robin D. Boucher
Phone: (613) 688-5263

DEFINITIONS

I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years of age; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG Agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex Domestic Partner (as defined in (3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including step-sisters and step-brothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

III. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

Test Information:

* Proficiency Level Descriptions - Brainbench Standardized Test Score Results

The proficiency levels describe in very general terms what typical examinees know and their capabilities in an applied setting. Score ranges for proficiency levels of skills and abilities as tested through the Brainbench online program are as follows:

NOVICE: 1.00 - 1.50: Demonstrates an understanding of only the most basic concepts contained within this topic. Individual will most likely require formal training or self-study before receiving any assignments in this area.

BASIC: 1.51 - 2.50: Demonstrates an understanding of the fundamental concepts involved with this topic. Knowledge level appears equivalent to that gained through introductory courses. May require supplemental training and close supervision to develop a working knowledge level to be able to perform assignments independently.

PROFICIENT: 2.51 - 3.50: Demonstrates a solid understanding of core concepts within this topic. Appears capable of working on most projects in this area with moderate assistance. May require some initial assistance with advanced concepts.

ADVANCED: 3.51 - 4.50: Demonstrates a clear understanding of many advanced concepts within this topic. Appears capable of mentoring others on most projects in this area.

EXPERT: 4.51 - 5.00: Demonstrates understanding of most advanced concepts within the subject area. Appears capable of mentoring others on the most complex subjects.

CLOSING DATE FOR THIS POSITION: TUESDAY, DECEMBER 28, 2010

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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